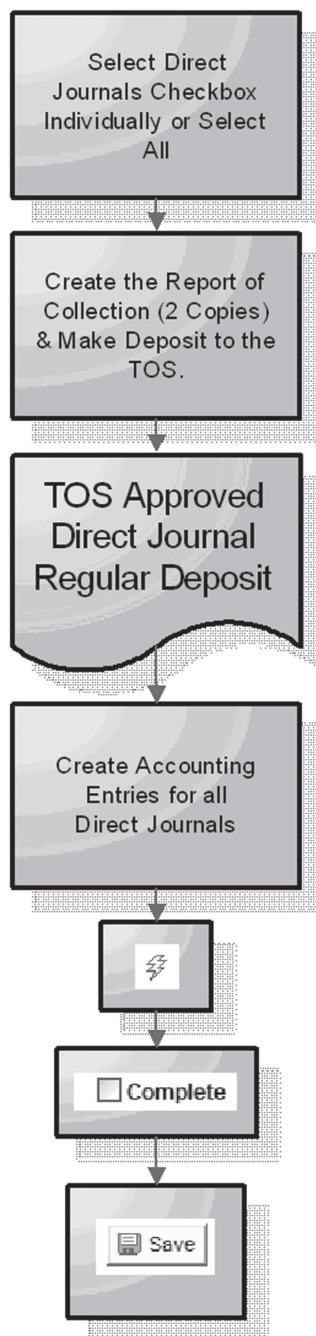


Direct Journal Process Flow



Steps for Creating Direct Journals (After TOS has approved deposit)

Step #	Action
1	Initiate Direct Journal Payment through a Regular Deposit.
2	Select Direct Journals Checkbox: 1) Individually 2) Select All
3	Make deposit with the Treasurer of State (TOS) within the next business day per State requirement.
4	Once the deposit status has been "approved" by TOS. Navigate to deposit via Accounts Receivable >> Payments >> Direct Journals >> Create Accounting Entries.
5	Enter Deposit ID & complete the Accounting Entries component.
6	Enter dollar amount as a NEGATIVE for each entry to zero out the amount. Provide accurate accounting entry details.
	*** The NEXT STEPS NEED TO BE DONE IN ORDER!!!
7	Select the ⚡ button to create the accounting entry offset.
8	Select the "Complete" check box.
9	Click SAVE.
	The Auditor of State will Journal Generate the Direct Journal accounting entries.